

**WHEAT STREET BAPTIST CHURCH
REQUEST FOR PAYMENT FOR SERVICES AND/OR MATERIALS RENDERED**

Please provide a detailed description of the services and/or materials provided for which you are requesting payment (one invoice per payee). Each invoice is to be approved by the chairperson of the event and the person providing the service and/or materials. Please attach any receipts or other pertinent documents.

Payment will be made one (1) week after receipt of your request.

DATE OF EXPENSE	DESCRIPTION OF GOODS & SERVICES	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	TOTAL:	_____

APPROVALS:

Event Chairperson

Person Providing Goods/Services

Finance Committee Representative

Charge To

Pastor Approval for amounts over \$500.00 _____

PLEASE MAKE CHECK PAYABLE TO: _____